

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0124224**

Date Posted: 10/24/11

POSITION NO: 159881

Closing Date: 11/04/11

CLASS CODE: 1871

POSITION TITLE: **Senior Information Systems Technician**

DEPARTMENT NAME: Division of Natural Resources/Minerals Department

DEPARTMENT NO: 12 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S61A

Days: Monday- Friday

Permanent: ☒

SALARY:

Hours: 8am-5pm

Temporary: ☐

Duration: \$ 3,779.20 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 16.24 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs complex duties in support of computer systems, hardware, software, peripheral printers and related equipment, troubleshoots and diagnoses equipment problems to ensure functional operation' participates in the planning, implementation and installation of new computer units and peripherals; Installs and maintains servers on local area networks (LAN); performs diagnostic and problem resolution with network support staff participates in formulation of integrated support plans for multiple local area networks. Provides technical assistance to department staff in testing and configuring hardware, software application and programs; determines communication need for new equipment installations. Participates in the planning, implementation and installation of new computer units. Prepares reports as required; attends and participates in department meetings; stays abreast of new trends and innovations in the field of information technology microcomputer systems support and network issues. Enters and maintains of Oil & Gas operation reports in the Access Program.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Computer Science or related field; and **(to receive full credit for education applicant must submit copies of transcripts, degrees, current certificates, etc.)**

Experience:

Four (4) years of Information systems hardware and software installation experience, computer programming, network services, systems support or production support; or equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Applicant must be computer literate utilizing various software, data entry and must possess effective communication skills.

License/Certification Requirements:

Applicant must possess a Valid State Drivers License and obtain a NN Operators Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99

